

ARTS IN MEDICINE CAPSTONE PROPOSAL

HUM 6358, Section 2E14
Spring 2019
Credit Hours: 3
Course Location: Online

INSTRUCTOR: Jenny Baxley Lee
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OFFICE HOURS: By appointment in person, by phone or by video conference.
Zoom Video Conference preferred.

COURSE WEBSITE: UF Canvas, <https://elearning.ufl.edu>

COURSE COMMUNICATIONS: Canvas email preferred for all course-related communication.

REQUIRED TEXTS:

1. Coughlan, M., & Cronin, P. (2016). *Doing a literature review in nursing, health and social care*. Sage.

COURSE DESCRIPTION AND PURPOSE: This course engages students in research, planning, and submission/approval of a Capstone project plan as a part of the Master of Arts (MA) in Arts in Medicine. The student undertakes extensive literature review to support the development of a plan for developing and accessing an arts in health project in a healthcare facility or community health setting. A robust literature review, program planning, proposal writing, reflective writing, and regular meetings with the course instructor assist students in developing an appropriate Capstone plan and specific skills to deepen understanding of professional arts in medicine practice.

COURSE GOALS AND OBJECTIVES:

1. Identify and practice advanced literature review skills.
2. Articulate individual goals for using the arts to address health in a healthcare or community setting.
3. Investigate and identify the range of considerations necessary for planning an effective arts in medicine research or assessment project.

4. Identify and apply professional-level program planning skills, including the articulation of goals, objectives, anticipated outcomes, methods, and evaluation plan.

PREREQUISITE KNOWLEDGE AND SKILLS: Knowledge of literature review and program planning skills are essential to success in the Capstone Proposal course. Knowledge and skills developed in prior coursework, specifically modules and resources from *Research and Evaluation*, will be of use.

Resources that may be of use to enhance Capstone planning and writing include:

American Psychological Association. (2010). *Publication manual*. Sixth Edition. Washington, DC: American Psychological Association.

COURSE PROCEDURES:

PARTICIPATION: Participation in all aspects of this course is expected, and essential to your success. All course materials within each course module is integral to learning. It is expected that students will log on to the course website and contribute to course activity such as discussion board consistently. Daily progress and participation is suggested.

COMMUNICATION: It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might affect his or her participation in the course. Please do not let any questions or concerns you have go unattended. It is the instructor's intention to respond to all e-mail communication within 24 hours during the week, excluding weekends.

Written communication and electronic interactions are central to online learning. All written and electronic interactions must meet the expectations of a graduate-level academic environment. All members of the class are expected to follow rules of common courtesy in all interactions such as emails, discussions and chats.

<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

ASSIGNMENT SUBMISSION: All assignments are to be submitted through **Assignments** on the course website. Please review course policies and procedures for instructions on assignment submission, naming documents, late assignment submission, and where to get help.

If you have computer difficulties submitting any assignments through the Assignment tab on the course website, notify UF Computer Help Desk at helpdesk@ufl.edu or 352-392-4357 **and** email your work as an attachment to your instructor/s. Please include the

case number provided to you by the UF Help Desk documenting your request for assistance in the correspondence with the instructor.

LATE ASSIGNMENT SUBMISSION: Points will be deducted for late assignments by 5 *percent per day* during the first 5 days past due. Assignments will not be accepted if submitted later than six days past due, except in extenuating circumstances and with instructor approval. Late work will not be accepted on the Discussion Board.

Requests for late assignment submission due to technical issues **MUST** be accompanied by a case number received from the UF Help Desk. The case number will document the time and date of the problem. You are **required** to e-mail your instructor immediately to document the technical difficulty, in order to receive full credit on the assignment.

Note: This is an 8-week, fast-paced course, and late assignments will cause you to significantly fall behind in accomplishing the required literature review and capstone proposal.

TECHNICAL ASSISTANCE: If you have difficulty accessing online course materials, please search the title of the document or citation and author using an online search engine such as Google to locate the document before contacting the UF Help Desk or the instructor.

Notify the UF Computer Help Desk at helpdesk@ufl.edu, 352-392-4357 – select option 2, and/or <https://lss.at.ufl.edu/help.shtml>. Please request the case number provided by the UF Help Desk documenting your request for assistance and provide this to the instructor.

For additional computer or technical difficulties, see the “Getting Help” section below.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

****NETIQUETTE: COMMUNICATION COURTESY:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

GETTING HELP:

For issues with technical difficulties for E-learning, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

**** Any requests for late assignment submission due to technical issues MUST be accompanied by the ticket number received from the Help Desk/Learning Support Services (LSS) when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request late assignment submission.**

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES:

Grades and comments will be posted on the course website. Comments about your grades appear with the specific assignment in **Assignments** or in the **Gradebook** feature under **Comments**. Please check in both places before inquiring about a grade. For more information on grades, please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

| Assignment | Points or percentage |
|------------------------------|----------------------|
| Capstone Proposal Worksheets | 20% |
| Discussion Boards | 20% |
| Literature Review | 25% |
| Capstone Proposal | 25% |
| Phone Meeting | 10% |

GRADING SCALE:

| Letter Grade | % Equivalency | GPA Equivalency |
|-------------------|---------------|-----------------|
| A | 95-100% | 4.0 |
| A- | 92-94% | 3.67 |
| B+ | 89-91% | 3.33 |
| B | 85-88% | 3.00 |
| B- | 82-84% | 2.67 |
| C+ | 79-81% | 2.33 |
| C | 75-78% | 2.00 |
| C- * | 72-74% | 1.67 |
| D+ | 69-71% | 1.33 |
| D | 65-68% | 1.00 |
| D- | 62-64% | .67 |
| E, I, NG, S-U, WF | | 0.00 |

****Please note that a C- is no longer an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major.** UF grading policy website: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#calculatinggpa>

COURSE SCHEDULE:

| Modules | Topics | Assignments |
|---------|--|---|
| 1 | Capstone Proposal: Goals & Objectives | Schedule Phone Meeting Discussion Board #1 Capstone Proposal Worksheet Part 1 |
| 2 | Capstone Proposal: Assessments & Evaluations | Discussion Board #2 Capstone Proposal Worksheet Part 2 |
| 3 | Literature Review Project site pre-approval | Discussion Board #3 Capstone site pre-approval form Phone Meeting |
| 4 | Assessment Choices Literature Review | Literature review Develop Capstone Proposal |

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| | Capstone Proposal | |
| 5 | Literature Review Capstone Proposal | Discussion Board #4-5 |
| 6 | Capstone Proposal | *Capstone Proposal Drafts may be submitted to instructor early for feedback |
| 7 | Capstone Proposal | Discussion Board #6-7 Capstone Proposal complete with revised Literature Review and site approval letter |
| 8 | Capstone Proposal | Discussion Board #8 All revisions due |

Disclaimer: This syllabus represents current plans and objectives. As we go through the semester, plans may change to enhance learning. Changes, when communicated clearly, are to be expected and will be communicated via email and/or announcements.